

Lake City Staff Weekly Report

Week ending April 8, 2011

FROM THE CITY STAFF

Administrative Services Director Cason Reports:

Finance (Donna Duncan):

- Final draft of the City's Investment Policy 2011 has been sent to City Attorney for review and resolution preparation. The revised Investment Policy will be placed on April 18 Council Agenda for approval.
- The 2010 Financial Audit presentation is scheduled for the April 18 Council Meeting. Purvis, Gray and Co., the City's external auditors, will give an audit presentation to Council and request acceptance of the 2010 Audit.
- Annual Reports for the Utilities Revenue Refunding Bonds, Series 2003 and Utility System Refunding Revenue Bonds, Series 2010A are being prepared with assistance from DAC Bond. Reports are due April 28, 2011, staff is making final preparations to submit the information to DAC.
- Reimbursement request has been made to CDBG Housing grant in the amount of \$9,518.58.

Human Resource/Safety/Risk Management (Gene Bullard):

- Completed driver's license audit on all City employees.
- Completed two new hire orientations for new employees.
- Completed two public records requests.
- Processed all applications received for open positions.
- Processed bank deposits and invoices.
- Filed claim with insurance co to recover the cost of replacing fire hydrant.
- Filed claim with trucking co to recover cost of chemical spill.
- Facilitated safety tests in customer service.
- Met with Florida claims adjusters to tape interviews regarding all trip and fall claims against the City, this adjuster is employed by Florida Municipal Insurance Trust (FMIT).

Information Technology / G.I.S. / Communications (Zack Mears):

- Continued working on consolidation of websites for centralization of management.
- Continued the rebuild of City sites in new back-end program.
- Continued deployment of mobile forms for Police.
- Continued work on reclaim water plan and profile in Geographical Information System (GIS).
- Began building test network environment.
- Started reporting server rebuild and deployment.

Purchasing and Contracting (Debbie Garbett):

- Processed two hundred seventy nine invoices.
- Updated twenty one vendor files.
- Established three new vendors.
- Scanned forty two pages into OnBase Imaging System.
- Processed one public record request.

- Completed bid document for the demolition and removal of four city owned structures. Mandatory pre-bid will be held on April 26, 2011. Bid opening is scheduled for May 12, 2011.
- Issued twelve hundred thirty four items for City use.
- Received three new fleet vehicles from Enterprise.
- Received mowers for the new inmate crew.
- Entered one vehicle for sale on GovDeals.com. Total sales to date for surplus items are \$167,083.55.

Airport General Manager Sawyer Reports:

- Trauma One Rescue purchases produced above average fuel sales for the past six days. Combined Jet/100LL sales totaled 2,332 gallons producing \$11,167 in revenues. Sales to Lakeland fly in customers totaled 1,196 gallons producing \$5,681 in gross revenues for the ten day discount period.
- Airport Terminal construction continued around the wet weather days. Plumbing installations were completed subject to final inspection by the City. Outfall structure installations at the west retention pond are planned for the week of April 11th. The City Council approved Pay Request No.6 and Change Order Number 2 to the terminal construction contract at the April 4th City Council Meeting.

City Clerk Sikes Reports:

- Processed seven (7) public records request (annual total to date 128).
- Scanned in one thousand, three hundred forty one (1,341) pages into the Onbase Document Imaging System (annual total to date 6,413).
- Prepared three (3) sets of official minutes.
- Attended three (3) Sunshine applicable meetings.
- Prepared one (1) proclamation (annual total to date 16).
- Participated in a Govogue Peer to Peer Roundtable Webinar relating to OnBase.
- Provided one (1) complimentary notary (annual total to date 37).



CRA Administrator Kite Reports:

Community Redevelopment Area:

Downtown Farmers Market: City staff has been working for several weeks to re-establish and greatly improve a Downtown Farmers Market. Approval was obtained from the CRA at their Monday, April 4, 2011 meeting for the following;

1. Staff proposal to “revitalize” the Downtown Farmers Market with a “Kick-Off” event during May 2011 followed by 10 additional weekly events through September 2011.
2. Staff Budget Recommendations for Farmers Market Operations.
3. Staff proposal to enter into an Agreement with Consultant Sharon Yeago for professional services to develop a sustainable Farmers Market Operation.

Planning meetings with Stakeholders will continue through the month of April. Market and Market Manager Guidelines will also be drafted. The “Kick-Off” Event is slated for Saturday, May 7, 2011.

CRA Plan Update: The IBI Group, Inc. was chosen by the CRA as the top ranked firm to prepare the Plan Update. A webpage providing information and updates on the status of the CRA Master Plan Update has been created and is posted to our Website Home Page under

Items of Interest. An Agreement for Professional Services modifying the original contract with IBI Group, Inc. was presented and approved by Council at their meeting on Tuesday, September 20, 2010. In order to expand the boundaries data and analysis has been gathered for the Finding of Necessity. The information was presented to the CRA for their approval to expand the boundaries at the February 7, 2011. The Council approved at the March 7, 2011 meeting by Resolution its intent to expand the boundaries of the CRA base on information provided in the Finding of Necessity. The Ordinance for this expansion will be presented at two Public Hearings the first reading is scheduled for Monday, March 21, 2011 and the final reading is scheduled for Monday, April 18, 2011. Once this has been completed the expanded boundary will be included in the Redevelopment Plan. The Public Workshop schedule will continue after the expansion process has been completed and a Draft plan presented within the next several months.

Façade Grant Program: Applications are available in the lobby of City Hall, the Growth Management Department or by contacting the Community Redevelopment Department, Jackie Kite, at (386)719-5766. Funding was established for the 2010-2011 Year beginning October 1, 2010. Seventeen applications have been submitted and nine (9) have been approved by the CRA at the December 20, 2010 CRA meeting. Three (3) more applications were completed and approved by the CRA at their March, 7 2011 meeting. I currently have two (2) more applications ready. Currently Three (3) applicants have completed the improvements to their buildings.

Fire Chief Tunsil Reports:

The Lake City Fire Department responded to 35 Emergency calls for service, with an average response time of 4 minutes and 06 seconds, including automatic aid in the county area and good intent calls that only require a non-priority response (no lights or siren)

Fire Inspections/Plans Review	3
Pre-Fire Plans	2

Growth Management Director Lee Reports:

Planning:

- Zoning statements issued 10
- Land Files maintenance 5 Hrs
- Reviewed and prepared for Site Plan Review Meeting
- Posted Public Hearing sign for 1 Special Exception
- Prepared for and attended Planning & Zoning Board and Board of Adjustment meeting. 1 commercial site plan & 1 special exception
- Transcribed minutes of the April Planning & Zoning Board and Board of Adjustment meeting
- Assisted 2 CDBG applicants
- Processed petitioner notification letters from Board meetings
- Assisted 1 applicant with Rezoning application

Building Inspections:

- Permit applications received 8
- Permits issued 8
- Building inspections 8
- Electrical inspections 3
- Pet licenses renewed 10

• Pet licenses deactivated	1
• New pet licenses issued	1
<i>Code Enforcement:</i>	
• New complaints received	5
• Property inspections performed	16
• Meeting with responding property owners/customers	9 Hrs
• Notices of violations issued	2
• Notices of hearing issued	2
• Update weekly Code Enforcement Log	1 Hr
• Assisting customers with zoning issues	2 Hrs
• Assisting customers with Business tax receipts	2 Hrs
• Assisting customers with permitting issues, inspection requests	2 Hrs
• Fundraiser permits issued	2
• Public record/lien research requests	2
• CEO continues to work on the Master Map of Violations	
<i>Business Tax Receipts:</i>	
• New applications for Business Tax	2
• Applications reviewed and ready to issue	2

Police Chief Gilmore Reports:

Executive Summary:

Has been preparing for the Breakfast with the Chief that will be held in May as well as working on policies for the re-accreditation process.

Major Case Synopsis:

- On April 02, 2011 approximately 6:47 pm Officers responded to the area of 2469 W. U.S. H.W. Y. 90 in reference to a possible dead person. A Hispanic Male laying face down in a ditch of water was pronounced dead at the scene by Columbia County Emergency Medical Services. The Florida Department of Law Enforcement Crime Scene Unit and the State Attorney's Office were contacted and responded. Upon initial investigation conducted by FDLE and LCPD Investigator Sergeant Andy Miles, there were no evident signs of foul play. The body was released to the Medical Examiner's Office in Jacksonville, for an autopsy to be completed. The Medical Examiner's office has ruled out foul play as a cause of death, however, is awaiting toxicology reports for a cause of death. The name of the man is being held pending notification of next of kin.

Criminal Investigations Division:

Total Cases Investigated	21	Burglaries	11
Total Cases Solved	2	Robberies	1
Total Cases Unsolved	19	Criminal Mischief	1
Affidavits Filed	1	Thefts	5
Total Charges Filed	1	Assaults	2
		Other	1

TAC Unit Summary Report

Officers: Officer L. Shallar (K-9 Issa)
 Officer K. Johns (K-9 Trooper)

Summary:

The TAC Unit (Officers L. Shallar and K. Johns) continue to act in the Field Training Officer capacity until the new recruits complete their Field Training and are released to go solo.

Task Force Unit Summary Report:

Officers: Sergeant J. Byrd
 Officer M. Cline

Summary:

The Lake City Police Department's Task Force members (Sgt. J. Byrd and Officer M. Cline) were on vacation last week. As a result there are not any stats to report that occurred within the city limits.

Patrol Division:

Calls Answered	886	Criminal Mischief	10
On Views/ Police In	693	Missing Person	1
Misdemeanor	35	Status 6 Accident Report	17
Felony	16	Status 7 Traffic Ticket	47
Status 1 Gone on Arrival	14	Status 8 Traffic Warning	78
Status 2 Unfounded	8	DUI	2
Status 4 Misc. Incident	690	Misdemeanor Traffic	8
Status 5 Incident Report	72	Infraction	38
Burglaries	13	Warrant Arrest	1
Robbery	2	Property Damage	\$55,900
Assault	9	Accident Injuries	1
Opposing/Resisting	1		
Thefts	13		
Drugs	1		

Recreation Director Little Reports:

Southside Recreation Center:

- Last week at Southside, the children were on Spring Break so we did not have any kids show up at the center. We began getting things together for the Southside Field Day that will be held on April 30 at Memorial Stadium. We got a lot done around the center and always we offer homework help to our after school students.

Girls Club Center:

- We are currently in our Spring Quarter. We are preparing paperwork, rooms and activities for our Summer Program. This week was Spring Break and we used this time to do some deep cleaning and prepare for the summer.

Athletics – Teen Town Center:

- We will have a few spaces available for players in our T-Ball leagues. There will be a T-ball coaches meeting on Thursday, April 7 at 6:30 p.m. at the Girls Club. Our adult softball games have started at the Adult Softball Fields on Bascom Norris Drive with game times at 6:45 p.m. and 8 p.m. We encourage everyone to come out and support our local athletes.

Recreation Programs:

- We will be offering a one day Introduction to Zumba class on April 9 at Teen Town beginning at 9:00 a.m. with a regular class beginning at 10:00 a.m. Cost for the beginning class is \$5.00 with free admission to the regular class that follows. We are

also continuing to offer classes in Ta Kwan Do, Quilting, Zumba, Yoga, Tennis Lessons, League Tennis, Square Dancing and Senior Citizen activities.

Maintenance:

- Routine maintenance on lights at the Girls Club had to be done due to the bad storm. Clean up around the facilities was done also. Some extra time was spent going around helping get limbs up due to wind. Maintenance at Memorial Stadium has started for the upcoming event with Southside Recreation Center.

Utilities Executive Director Clanton Reports:

Distribution & Collections (Richard Lee):

- | | |
|-------------------------------------|----|
| • Locates | 24 |
| • Service Orders | 29 |
| • Repaired/Responded to Sewer Calls | 1 |
| • Repaired Water Line | 1 |
| • Irrigation Taps/Set Meters | 2 |
| • Repaired/Replaced Blow-Off | 1 |
| • Repaired Curb Stops | 1 |
| • Relocated Fire Hydrants | 4 |

Distribution, Collections & Construction (Keith Hampton):

- | | |
|---|--------------|
| • W. US Hwy 90 12" Water Main Extension | 63% complete |
| ➤ (Working on acquiring easements) | |
| • 12" Sanitary Force Main Extension | 80% complete |
| • Tice Farms - 12" Reuse Water Line | 71% complete |
| • 12" Eastside Water Main Extension | 1% complete |

Natural Gas (Joe Sheldon):

- | | |
|---------------------|---------------|
| • Service Orders | 465 |
| • Locate | 20 |
| • Commercial Survey | 100% complete |

Public Works (Thomas Henry):

- | | |
|---|----|
| • Locates | 18 |
| • Responded to and Serviced Trouble Calls | 3 |
| • Responded to Citizen Calls/Complaints | 7 |
| • Street Lights Repaired | 4 |
| • Signs Made/Repaired/Installed | 29 |
| • Employees Attended Roadway & Lighting Classes | |

Utility Maintenance (David Durrance):

- | | |
|---|---|
| • Inspected and Serviced Liftstations | 8 |
| • Replaced 2" Blow-Off at Sprayfield | |
| • Replaced 1" Drop for Gun # 5 in Reservoir at Sprayfield | |
| • Preparing 50 acres at Sprayfield for tree planting | |

Vehicle Maintenance (Kim Moore):

- | | |
|--|----|
| • Complaints /Repaired/Back in Service | 11 |
| • Routine Maintenance and Service | 2 |
| • Machines Fueled & Fluid Levels Checked | 9 |
| • Installed inverters, printer brackets
& printers for LCPD Patrol Cars | 13 |

Wastewater Treatment Plant (Linda Andrews):

- | | |
|-------------------|-----------|
| • Gallons Treated | 2.489 MGD |
|-------------------|-----------|

Water Plant (Steve Roberts):

• Gallons Treated (Price Creek WTP)	3.269 MGD
• Gallons Treated (Brandon Brent WTP)	.019 MGD
<i>Customer Service (Dorothy Tyre):</i>	
• Phone Calls Taken	515
• Walk-up Customers Assisted	1181
• Bills Generated	2813
• Number of Payments Collected	1415
• Late Notices Generated	535
• Total Payments Received	\$203,533.90
<u>Service Orders Generated:</u>	
• Field Service Orders	482
• Severn Trent	8
• Verify Shut-Off's	43
• Cut Off Non Pay	131
• Turn Back On	91
<u>Reads:</u>	
• Initial Read	46
• Final Read	67